

COMPANY PROFILE

VoxSmart is a global telecommunications technology company and the acknowledged pioneer of mobile voice recording. Our product VSmart™ is a proprietary, patented and award-winning multichannel mobile compliance platform for heavily regulated industries. We believe passionately in enabling mobility and helping our clients increase productivity, reduce risk and improve transparency. We know that enabling enterprise mobility requires delivery by an experienced team, an obsession with end-user experience and, above all else, execution with a ruthless focus on security and service quality.

The ideal candidate for the VoxSmart Office Manager should be proactive, organised and have excellent communication skills. They will have a keenness to learn and gain experience as well as bring in existing skills, knowledge and experience to help the department and business grow. The candidate will be expected to work both independently and as part of a team. They will be required to work across multiple departments assisting where necessary and engaging him or herself in the tasks given. Training and guidance will be available and provided where necessary.

THE IDEAL CANDIDATE WILL:

- Strong communication skills
- The ability to learn quickly and confidently manage deadlines
- The ability to work with a team and collaboratively across teams
- The ability to organise, prioritise and multitask
- Experience working in a fast paced and ever-growing business
- Intermediate MS Office skills
- Previous experience in an Office Management role

THE ROLE WILL REQUIRE YOU TO

- Day to day reception duties including meet & greet guest, diary & meeting management, office coordination
- Office Management – manage and order kitchen/stationary supplies and liaising with suppliers. Liaison with RNR regarding building management issues. Liaise with cleaning company. Act as point of contact for any office enquiries. Responsibility of general office organisation. Ownership of the office budget.
- Health & Safety – support COO with H&S issues, reviews, documentation and implementation
- Travel – research, coordinate and book travel plans for colleagues – national and international
- Provide administrative support to the Finance and HR teams such as expenses, invoicing and credit control; scheduling interviews, setting up and welcoming new joiners; maintaining HR records.
- Assist the marketing team with social media management, event preparation and client research.
- Provide administrative support to the Commercial teams when needed.

This is a great opportunity to experience life at a start-up and develop your existing skill set as well as collaborate with our team.

